

School District of Altoona



"Ansel Adams" by Justin Robinson, 2010

Substitute Teacher Handbook
2011/12

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School District of Altoona

1903 Bartlett Avenue Altoona, WI 54720
715-839-6032 715-839-6066 FAX

Greg Fahrman, Superintendent

www.altoona.k12.wi.us

July 9, 2011

Welcome to the 2011/12 school year!

We are happy that you are interested in subbing in the Altoona school district in the 2011/12 school year. We are proud of the quality of education in our schools and know that our substitute teachers and support staff contribute to that high standard.

It is important for our subs to be knowledgeable concerning district programs and instructional practices. For this reason, we have put together this handbook.

If you have any questions as you read through the handbook, please contact the building principal.

Have a great year!

Sincerely,

Greg Fahrman
Superintendent

School District of Altoona

In partnership with our students, their families and the community, the vision of the School District of Altoona is to build a foundation for life-long learning and the emotional well-being of our students as we offer “large school opportunities with a small school approach” on our unique single campus setting.

We strongly believe in our mission which is to:

- Enable our students to be competent in all core subject areas and in the skills of problem solving and critical thinking by attracting, and retaining a strong staff as measured by evaluation of their performance and innovation as teachers.
- Utilize technology to transform teaching and learning so students can find global opportunities for study or jobs and expand their capacity for celebrating diversity.
- Prepare our students for post-secondary education, or for the special emotional and technological needs of the contemporary job market.
- Support the learning of students with special needs and prepare them for adult life.
- Strategically monitor and spend limited funds as responsible stewards of the School District of Altoona and be an advocate for public education.
- Jointly plan and share resources with outside entities including local government, businesses, and non-profit groups.
- Engage the community by providing unique learning and recreation opportunities for adults on campus and encouraging partnerships between parents, teachers, students and community members.

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Adopted: July 18, 2011

SUBSTITUTE TEACHER POLICY (GCE)

(This policy was adopted by the
Altoona Board of Education in April 1994)

A substitute teacher should be a person qualified to instruct in our schools and who is employed for short- or long-term periods of time in the absence of the regular teacher.

Suitable programs for screening, training, assigning, orienting, and evaluating the work of the substitute teachers shall be provided by the administrative staff under the direction of the district administrator.

Rates of compensation for substitute teachers will be set by the board of education.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school district except as required by law.

SUBSTITUTE TEACHER GUIDELINES (GCE-R)

The substitute teacher list shall be compiled through the office of the district administrator and shall meet the following requirements:

1. Only certified teachers will be engaged for substitute work unless an emergency arises.
2. All substitute teachers shall be required to file a current Wisconsin teaching license with the district administrator.
3. Substitute teachers will observe the hours for the regular school session teachers, or as otherwise directed by the administration.
4. Substitute teachers should keep up to date professionally, and be familiar with and aid in the enforcement of all rules and regulations governing teachers.
5. Substitute teachers will follow the plans of the regular teacher, keep up the records, make required statistical reports, leave the room in "good housekeeping" order, leave no ungraded papers, and leave an outline of the work done.
6. A substitute teacher is eligible for a pay increase after 50 days of substitute teaching in the district.
7. A long-term substitute is anyone who teaches over 20 consecutive days in the same position. Long-term substitutes must be licensed in the subject area and/or grade level in which they are employed. Long-term substitutes will be paid the same salary as a teacher on the regular teacher's salary schedule beginning on the 21st day at the BA-0 lane. In the event that the long-term substitute assignment is extended into the next school year (in the same position), the 20 day waiting period will be waived.

In cases where qualified substitutes cannot be obtained, the principal shall have the latitude to manage the situation which would best provide for the students' program, health and safety. This could include reassignment of classes on a day-to-day basis.

Days of inservice at the beginning and end of the school year and parent-teacher conferences may be counted, for long-term substitutes, upon the approval of the building principal. Inservice days during the school year will not be counted.

Approved: 07/05/05

School District of Altoona

Subfinder Process

District Subfinder: Lori Watt

Substitute Hotline: 715-838-7040

The Altoona school district utilizes an in-house subfinder process. We would like our subs to be aware of the procedures used:

- When a substitute is needed, the staff member calls the subfinder between 5:30 and 8:00 p.m. and between 5:30 and 6:30 a.m.
- The subfinder calls subs as soon as possible following the call and will provide the assignment information when offering the position to the sub

School Closings and Delays

School closing and delay information is available to staff and the community through various media:

RADIO/TV Announcements called in by 5:45 a.m. **

WEAU TV-13, WQOW-18 and the following radio stations will be notified: B-95, Z-100, Rock 92.1, WBIZ, WMEQ, Moose Country, Mix 98.1, WAXX, WAYY, I-94, The Big Cheese 92.9, WWIB

PHONE SYSTEM Announcements will be placed by 6:00 a.m. **

Pedersen Elementary, 839-6050
Middle School, 839-6030
High School, 839-6031
Superintendent's Office, 839-6032

INTERNET OR TEXT ALERT by 6:15 a.m. **

Our website or
Subscribe to Leader Telegram Text Alerts: <http://eauclaire.zebamm.com/>

Notification times may vary depending on weather-related or other circumstances

Information and Expectations

1. Complete a district application and submit along with a copy of your Wisconsin license to the District Office when you apply for substitute teaching. Be certain your license is current. (When applying for a new license, consider getting it for all areas for which you have a major or minor. Regulations limit extended or frequent subbing to the areas of certification.)
2. As of December 1996, background checks are completed for all new employees. In addition to the background check form, an application form, W-4 form, I-9 and direct deposit form must be completed and turned in to the District Office before you can be paid. This paperwork should be completed prior to or on the first day you sub in the district. Substitute teacher pay is \$90 per day or \$45.00 per half day. Additionally, substitute teachers are eligible for a pay increase after 50 days of subbing in the district. Call Joyce Orth 715-839-6032 with any changes in your subbing status or address/telephone number changes.
3. If you have a period when you will not be available for subbing, or if an emergency arises or you become ill, inform the subfinder (838-7040).
4. Subs are to report immediately upon arrival to the school office to sign-in, get the teacher's schedule and/or any duty assignments. Substitute teachers should arrive no later than 7:45 a.m. and remain on duty until 3:30 p.m. for a full day assignment. Check with the school office for half day assignments. Also, upon check-in, substitute teachers will receive a Visitor Parking Permit which should be returned to the office at the end of the day. Permits must be displayed on the rearview mirror.
5. Read the emergency drill information located adjacent to the room light switch.
6. A substitute is expected to assume all responsibilities and duties (recess, playground, hall, etc.) of the teacher. Be aware of the teacher's complete assignments including assemblies, field trips, etc.
7. The sub should locate all materials for the day and complete his/her preparation needed to implement the instructional plan (chalkboard work, photocopying, acquisition of audiovisual equipment, etc.).
8. A substitute is to follow the teacher's lesson plan, making notations of what has been covered during that period. Please leave a note with any general information relative to the day. Complete the Substitute Teacher Feedback Report and turn it in to the school office before you leave for the day.
9. Any written work assigned should be corrected by the sub unless otherwise directed by the classroom teacher.
10. Other work may be substituted if material or equipment to be used is not available. Flexibility and functionalism is possible under such a situation. A record of any changes should be left for the teacher.
11. Substitutes are encouraged to let the building administrator know of any problems they observe or experience. **Student discipline problems, a lack of lesson plans, and any other problems should be referred immediately.**
12. Contact a nearby teacher should a situation require you to leave the classroom. (Continuous supervision of the classroom is a legal responsibility of the school and school employees.) **In case of an emergency, or when in doubt of procedure, consult the nearest staff member.**
13. Cell phones and personal electronic devices are not to be used during the school day. Exceptions may be granted by the building principal.

Student Confidentiality and the Substitute Teacher

As a temporary employee of the Altoona school district, you are subject to federal and state law and board policy as they pertain to student confidentiality.

Federal and state law and board policy prohibit any substitute teacher or educational assistant from communicating in any way to any other person or party, including family, any information at all about students; including mental, physical, emotional, social or medical conditions. This includes all Altoona school district students.

In addition to complying with federal and state law and board policy, substitute personnel must at all times demonstrate professional courtesy and respect for the right to privacy of students and their families.

Any breach of student confidentiality, any unprofessional or intentional disclosure by a substitute teacher or educational assistant of information about any student will result in immediate dismissal from employment with the Altoona school district.

The School District of Altoona does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

.An Equal Opportunity Employer.

The School District of Altoona has complaint procedures that allow residents or aggrieved persons to file a written complaint with the person identified below. The complaint procedure requires the District to acknowledge the complaint within 45 days and to issue a determination within 90 days, unless the parties otherwise agree in writing.

Karen Henry, Director of Pupil Services
1903 Bartlett Avenue
Altoona WI 54720
(715)839-6224

Regular School Day

Pedersen Elementary (K-4)

Principal, Chelsea Bellville
Office, Michelle, ext. 200; Lisa, ext. 201

Start Time K: 8:27 a.m.
Start Time 1-4: 8:30 a.m.
Dismissal K: 3:25 p.m.
Dismissal 1-4: 3:30 p.m.

Altoona Middle School (5-8)

Principal, Jack Wagener
Office, Lori, ext. 300; Debbie, ext. 301

Start Time: 7:50
Dismissal: 2:52

Altoona High School (9-12)

Principal, Jeff Pepowski
Office, Michelle, ext. 400

Start Time: 7:50
Dismissal: 2:52



Pupil Services Director

Karen Henry
Office, Char, ext. 502

SCHOOL DISTRICT OF ALTOONA

CALENDAR FOR 2011/12

August

M	T	W	TH	F
15	16	17	18	19
22	23	24	25	26
29	IS	IS		

September (21 days)

M	T	W	TH	F
			1	2
LD	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October (19 days)

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November (19 days)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December (16 days)

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January (20 days)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February (21 days)

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

March (17 days)

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April (20 days)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May (22 days)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
MD	29	30	31	

June (5 days)

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15

Parent Teacher Conferences:

- Nov 10, 3:30-7:00 p.m.
- Nov 11, 8-11:30 a.m. (no school)
- Mar 1, 3:30-7:00 p.m.
- Mar 2, 8-11:30 a.m. (no school)

Early Release Days:

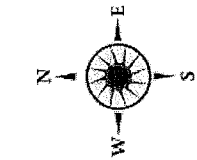
- Oct 26, Feb 22, Apr 18

Graduation:

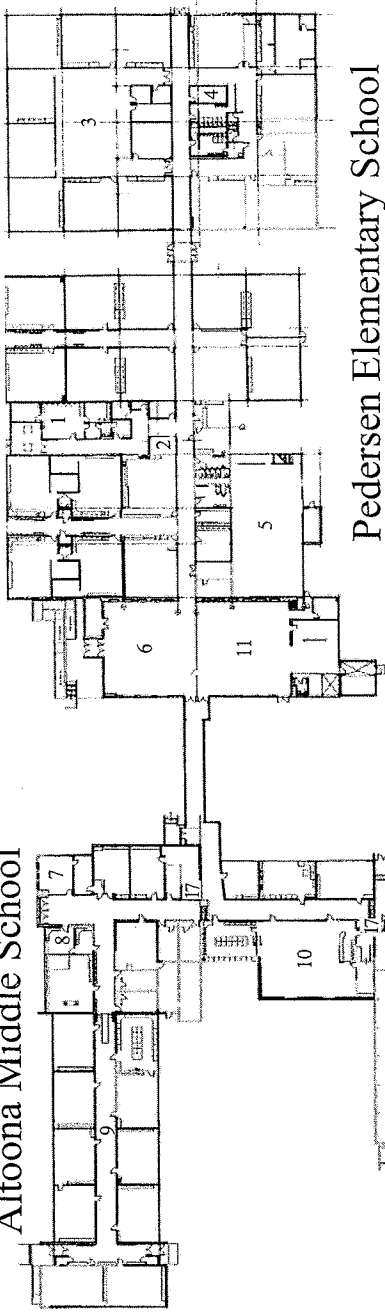
- May 23

- First Student Day, Sept 1
- Labor Day, Sept 5
- Teachers Convention, Oct 27-28
- End of Qtr 1, Nov 4 (day 44)
- Parent-Teacher Conf, Nov 11
- Thanksgiving Break, Nov 23-25
- Winter Break, Dec 23-Jan 2
- End of Sem 1, Jan 20 (day 89)
- Inservice/Workday, Jan 23
- Parent-Teacher Conf, Mar 2
- Spring Breaks, March 19-23, Apr 6
- End of Qtr 3, Apr 3 (day 135)
- Memorial Day, May 28
- Last Student Day, June 7
- Last Teacher Day, June 8
- Make-up Days if needed: June 11-13

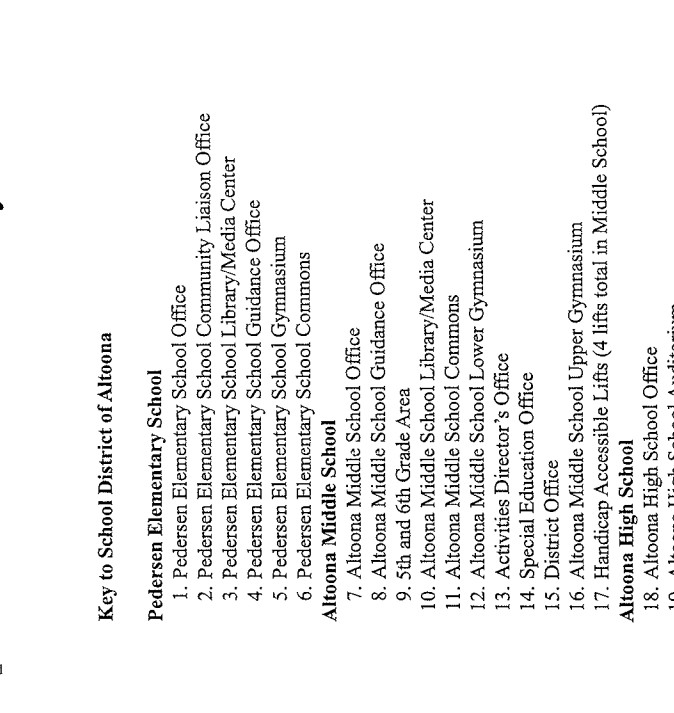
Approved: 03/21/11



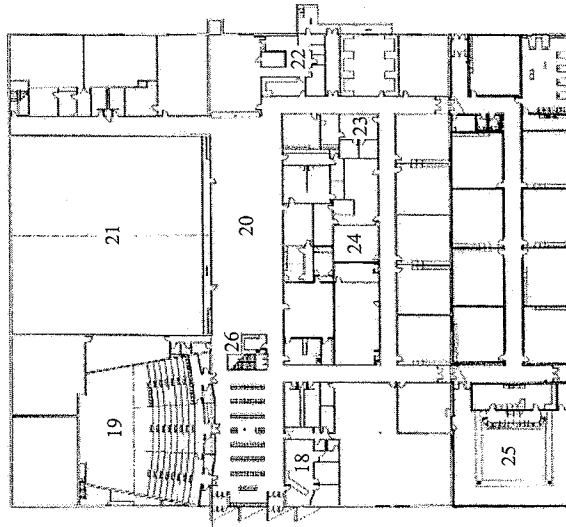
Altoona Middle School



Pedersen Elementary School



Altoona High School



Key to School District of Altoona

Pedersen Elementary School

1. Pedersen Elementary School Office
2. Pedersen Elementary School Community Liaison Office
3. Pedersen Elementary School Library/Media Center
4. Pedersen Elementary School Guidance Office
5. Pedersen Elementary School Gymnasium
6. Pedersen Elementary School Commons

Altoona Middle School

7. Altoona Middle School Office
8. Altoona Middle School Guidance Office
9. 5th and 6th Grade Area
10. Altoona Middle School Library/Media Center
11. Altoona Middle School Commons
12. Altoona Middle School Lower Gymnasium
13. Activities Director's Office
14. Special Education Office
15. District Office
16. Altoona Middle School Upper Gymnasium
17. Handicap Accessible Lifts (4 lifts total in Middle School)

Altoona High School

18. Altoona High School Office
19. Altoona High School Auditorium
20. Altoona High School Commons
21. Altoona High School Gymnasium
22. Altoona High School Food Service Office
23. Altoona High School Guidance Office
24. Altoona High School Distance Learning Lab
25. Altoona High School Library/Media Center
26. Altoona High School Elevator

